8 January 1975

Comments on Draft Revision of OCI Records Control Schedule

Tom and Bob:

1. Re second para of covering memo -- it is not good records management policy to retire records directly from active file area into Archives. Experience has shown it cannot be assumed that reference will not ~~made~~ be made to any group of newly retired records. The period in Records Center "ages" the files that much longer and also, by keeping "reference activity" logs on the material, gives solid indication when appropriate to transfer to Archives. There is very good reasons for this. Records Center was established and is manned to store records and to serve requests. Archive is not.

2. Most other offices are converting to General Schedules. Are you sure you don't want to, particularly for your divisions and branches?
COMMENTS GEARED TO ITEM NUMBER IN SCHEDULE:
Methodology Branch - new

1. OCI Methodology Notes. Any periodical that is distributed to multiple addressees, subscribers, should be sent direct to Archives as soon as it comes off the press.

2. Contractor Reports. Temp? Are you Sure? Pat will have final say.

4. "Both Temporary and Permanent" not appropriate -- break down into a and b if necessary. However I don't feel permanent is appropriate here.

General. On Form 139 under "Old Schedule Number" Heading should be only notation that it is a new office, numbers are not appropriate.

Office of the Director

1. c. Believe it should be noted here as transferred in order not to create a question mark between b and d.

2. It might be worthwhile to add a short note here showing what happened to the staffs omitted (C/PS(CIB), Ch. Mgmt Staff) and short note on new ones added (ME/NID and EXO).

- 1 -

National Indications Center.

General. You might be prepared to discuss this further with Pat. Rita took exception to the NIC portion of your 1972 schedule and so annotated the RAB copy. Her final recommendation to ████████ was that he approve your schedule STATINTL but that when it came up for revision the NIC portion should receive some attention.

See att. A for wording

3. Indications Reports. "One copy to be transferred to Records Center." Should this not now be Archives?

5.

6. Should be permanent.

8. Should be rephrased as permanent.

9. Poor disposition instructions.

Admin Staff

5. Wording under disposition instructions insufficient. I feel, if possible, the schedule should include specific instructions to the Records Center what to do with records after the designated retention period has expired -- either destroy or return to office. This comment applies wherever definite instructions have not been given to the Center.

Production Staff/O-Chief

General. Shouldn't your little note say that a reorganization of the Production Staff (eliminate schedule) took place in FY 74? Although the Staff did exist at time of earlier schedule this one is different. The schedule should be shown as new with a comment that items from the old schedule are now included in Prod. Staff/Pub Control Branch. Omit "old" numbers.

Prod Staff/Pub Control Branch

Item 3 of the old Prod Staff-O-Chief appears to be missing (Exchange Releases -- permanent). This must be accounted for. Also missing from the old Presentation Branch are Item 5-Foreign Liaison Control, Item 9-Items released ████████ and item 11-Viewgraphs (permanent).

STATINTL

Prod Staff/Registration Branch

7. Doc Receipts File a. TS Receipts: Disposition-Temporary. Destroy after two years....." Your item and your disposition instructions don't agree -- you have receipts back to 1963. They should go back only to 1972. Change one or the other.

Research Staff.

General Comment. I would be inclined to handle this differently. Perhaps list the items as you now have them and under disposition explain what happened to the records when the staff was abolished. This particularly pertains to the NIS records and to the OCI History Files (permanent).

OCI/NID Staff

1. Was not the President's Checklist discontinued in 1964? If so, it would be more appropriate to have disposition read: "Permanent. Disposal not authorized. Transferred to CIA Archives Dec. 1974. (Note: The Checklist was superseded by The President's Daily Brief -- Dec. 1964 to present)."

4. Special Daily Report on North Vietnam. Was the last issue of this 20 jun 1969? If so it would be helpful to make this note here.

6. Special Study Chinese Decision.....: This was obviously a special study which has been sent to Archives. Disposition should be changed to read: "Permanent. Disposal not authorized. Transferred to CIA Archives June 1974."

10. Support Cables. Are you sure these are temporary? I would think that selected cables might well be of permanent value -- or at minimum a sampling file.

12 thru 22. It should be annotated in the Old No. column that these are new and the numbers deleted therefrom.

12. President's Intelligence Precis. It would be helpful to add here the date of the first Precis.
                              Spot
13. White House Support Reports. Same comment as 12.

14. National Intelligence Daily. Same comment as 12.

14, 15 and 16 should be combined as one item with an a, b, and c.

20. National Intelligence Daily. This should be included with item 14 as additional subpara.

21. Photos for NID. Recommend this be included as additional subpara under item 14.

22. White House Spot Report Summary. This should be combined with item 13 by providing subparas a and b.

DivisionsFiles.

General. Are you convinced there are no permanent files at Division level?

WE/So Eur Br.

Item 8. Do you still have an NIS Research Officer even though the NIS Program is defunct?

FE Div/Prod Res. Officer.

Might be a good idea to add that the NIS Program was disestablished as of 30 June 1974.

Carribean Br.

Amend note — "Item 6 of Northern Branch is discontinued and mataerial purged."

Tom and Bob:

I went through your schedule quite fast in order to move it on to Pat but the above are some things that came to me as I reviewed. Needless to say, the final decision on any of these will be decided between you and Pat.

Ginny

STATINT cc:

P.ENDING   23 April, 75

OCI/RCS

1. Sent to Chief AA for comments to be returned by 5 May for meeting and discussion

C/AA went on Duty Trip I got OCI/RCS Back to OCI to start typing.

15 Aug (OCI still has for final typing)